

State Board of Health BYLAWS

Discussion Draft Only

[Article I: Membership](#)

[Article II: Board Officers](#)

[Article III: Committees of the Board](#)

[Article IV: Meetings of the Board and Committees](#)

[Article V: Meeting Procedures](#)

[Article VI: Amendments](#)

[Article VII: Construction of Rules](#)

ARTICLE I ([back to index](#))

Membership

1. Nine members of the Washington State Board of Health, hereinafter referred to as the Board, shall be appointed by the Governor in accordance with RCW 43.20.030.
2. A tenth member of the Board shall be the secretary of health or a designee.

Terms of Office

1. The terms of office for appointed Board members shall be three years unless the Governor determines otherwise at the time of appointment.
2. A member whose term has expired but whose successor has not been appointed by the Governor may continue to serve until replaced.

Reimbursement for Expenses

1. Board members appointed by the Governor shall, in accordance with RCW 43.03.240, receive compensation in the amount of fifty dollars (\$50) for each day during which the member attends an official meeting of the Board or its committees or participates in other approved activities.
2. In accordance with RCW 43.03.240, a person shall not receive compensation for a day of service if the person (a) occupies a position normally regarded as full-time in nature, in any agency of the federal government, Washington State government, or Washington State local government; and (b) receives any compensation from such government for working that day.
3. Board members appointed by the Governor shall be eligible for reimbursement of expenses for approved Board activities in accordance with RCW 43.03.050 and 43.03.060.

4. For the purposes of compensation and reimbursement, pre-approved Board activities include: attendance at Board meetings, attendance at meetings of the Board's standing committee on which the member serves, and other meetings and activities specified in the Board's approved work plan.
5. Members may also be compensated and reimbursed for other Board activities with prior approval of the Chair. Such activities may include, but are not limited to, meetings with other government agencies, meetings with stakeholders and community groups, testifying at legislative hearings, presenting at professional conferences, attending trainings, and other statutorily prescribed activities.

ARTICLE II [\(back to index\)](#)

Board Officers

Officers

1. The officers of the Board shall consist of the Chair, Vice Chair, and the Chair Pro-Tem.

Elections/Terms of Office

1. The Chair shall be appointed by the Governor from among the nine appointed members, in accordance with RCW 43.20.030.
2. The Chair shall serve for the duration of his or her appointment to the Board or until the Governor appoints a successor.
3. The Vice Chair shall be elected from among the nine appointed members by a vote of the full Board.
4. The Vice Chair shall serve for the duration of his or her appointment to Board, commencing immediately after the election, or until the Chair calls for a new election with the concurrence of the Board and a new Vice Chair is elected.
5. If both Chair and Vice Chair are absent from a Board meeting, the members of the Board shall elect one of the members in attendance to serve as Chair Pro-Tem.
6. The Chair Pro-Tem shall serve for the duration of the meeting or until the Chair or Vice Chair join the meeting.

Duties of Officers

1. The Chair shall preside at all meetings of the Board and shall have all powers and duties conferred by law and the Board's Bylaws. The Chair or a designee shall represent the Board at official functions. The Chair shall approve and sign all correspondence with the Legislature.
2. The Vice Chair shall have all the powers and perform all the duties of the Chair, in the absence of the Chair.
3. The Chair Pro-Tem shall preside, in the absence of the Chair or Vice Chair, during Board meetings.

ARTICLE III [\(back to index\)](#)

Committees of the Board

Policy Committees

1. Policy Committees may be established by the Board to assist the Board in executing its work plan as needed.
2. The Policy Committees shall comprise volunteers from among the Board's members.
3. Each Policy Committee shall select a Committee Chair from among its members unless one is appointed by the Board Chair.
4. The Executive Director shall identify a lead staff person to support each Policy Committee.

Ad-Hoc Committees

1. Ad-Hoc Committees may be established by the Chair with the concurrence of the Board to fulfill specific tasks as required by the Chair and the Board.
2. Ad-Hoc Committees shall comprise members of the Board appointed by the Board Chair with the concurrence of the Board.
3. Ad-Hoc Committees shall have a termination date set at the time of the appointment and shall disband upon completion of specified tasks, or on the established termination date, unless the Board extends the termination date.
4. Each Ad-Hoc Committee shall select a committee chair from among its members unless one is appointed by the Board Chair.
5. Ad-Hoc Committees shall meet as necessary to complete the specific tasks assigned by the Board. Ad-Hoc Committee meetings may be convened at any time by the Committee Chair or member of the Committee, upon notification of all Committee members, the Board Chair, and interested parties as needed.

ARTICLE IV [\(back to index\)](#)

Meetings of the Board

Regular Board Meetings

1. The Board shall adopt an annual schedule of dates and locations for regular Board meetings for each calendar year. Regular Board meetings will be held at such time and place to efficiently carry out the Board's responsibilities. Board meetings shall not be held on recognized holidays.
2. Any changes to the annual schedule shall be at the discretion of the Board Chair.

3. A regular Board meeting may be canceled by the Chair when there is evidence of insufficient agenda material or for other justifiable reasons in accordance with Chapter 34.05 RCW.

Special Board Meetings

1. A special Board meeting may be called at any time by the Chair or a majority of the members of the Board by delivering personally, by fax, post or electronic mail, a written notice to each member of the Board and the general public as per RCW 42.30, the Open Public Meetings Act. Such notice shall be delivered personally, or postmarked, or time stamped 72 hours in advance of the time of the meeting specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such special meetings of the Board.

Adjournment

1. The Board may adjourn any meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn a meeting. If all members are absent from any regular or adjourned regular meeting, the Chair of the Board or Board staff may declare the meeting adjourned to a stated time and place. The Board staff shall circulate a written notice of adjournment in the same manner as provided in Section 1 of the rules for special meetings. Whenever any meeting is adjourned, a copy of the order or notice of adjournment shall be conspicuously posted immediately after the time of the adjournment on or near the door of the room where the meeting was held. When an order or adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for the regular meetings.

Hearing Continued

1. Any hearing being held or ordered to be held by the Board at any meeting may, by order or notice of continuance, be continued to any subsequent meeting of the Board in the same manner and to the same extent as set forth in Section 1 of these rules for the adjournment of a meeting.

Meetings to be Open and Public

1. All meetings of the Board shall be open and public and all persons shall be permitted to attend any meetings of the Board as provided in RCW 42.30, the Open Public Meetings Act.
2. All meetings of the Board shall be held in accessible facilities.

Members of Public Not Required to Fulfill any Condition Precedent to Attendance

1. A member of the public shall not be required, as a condition of attendance at a meeting of the Board, to register his or her name and other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

Meetings Interrupted by Group or Groups of Persons

1. In the event that any meeting is interrupted by a group or groups so as to render orderly conduct of such meeting unfeasible, and order cannot be restored by removal of individuals who are interrupting the meeting, the members of the Board conducting the meeting may order the meeting room cleared and continue the session, or may adjourn the meeting and reconvene at another location selected by a majority of the members. In such a session, the final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual, or individuals, not responsible for disturbing the orderly conduct of the meetings.

Board Shall Not Adopt Resolution, Rule, Regulation, Order, or Directive Except in Open Meetings

1. The Board shall not adopt any resolution, rule, regulation, order, or directive, except in a meeting open to the public of which notice has been given according to the provisions of these rules. Adoption of rules and regulations affecting other than Board operation shall be according to the RCW 34.05, Administrative Procedures Act.

Meeting Minutes and Agendas

1. The written minutes of all Board meetings will be taken by a member of the Board staff.
2. The Board staff shall accurately capture the action of the Board on each question. Such minutes shall immediately be filed and shall be public record.
3. Board meetings will be recorded. The recorded minutes will be retained for a period of six months. After six months, the written record will become the permanent and official record.
4. All minutes will be produced for Board review and approval.
5. A preliminary draft of the agenda for the next scheduled Board meeting shall be made available to Board members and interested public at least 14 days prior to meeting.
6. The agenda for the next scheduled Board meeting shall be made available to Board members and interested public at least seven days prior to the meeting.

7. Minutes for the previous Board meeting made available to the Board members and interested public at least five days prior to the next regular Board meeting date for their consideration.
8. Minutes approved by the Board shall be made available on the Board's Web site and distributed on request within two days following adoption.
9. Public notices and agendas regarding Board meetings shall include a statement that sign language, interpreters, materials in Braille, large print or type, and other necessary auxiliary aids will be provided with advance notice. Materials should include the name and phone number of the individual responsible for coordinating such requests.

Meeting Attendance

1. All Board and Committee meetings should be attended by at least one member of the Board staff.
2. Board staff taking the minutes of a Board meeting shall record the attendance of the Board members in the minutes for the permanent record.
3. The meeting attendance record of Board members at regular Board meetings shall be communicated to the Governor's Office at the end of each calendar year.

ARTICLE V ([back to index](#))

Meeting Procedures

Quorum

1. Six (6) members of the Board will constitute a quorum for the transaction of business at a Board meeting. In the event that there are vacancies on the Board, however, a majority of existing members shall constitute a quorum.

Order of Business

1. The order of business shall be determined by the posted agenda unless the agenda is altered by the Chair in an open meeting with the concurrence of the Board.

Public Comment

1. The Board Chair may solicit public comment on all agenda items during regular Board meetings.
2. All agendas shall include an item allowing for public comment on any issue related to the Board's authority.

Motions, Resolutions, and Regulations

1. All actions of the Board shall be expressed by motion and/or resolution.

2. No motion or resolution shall have any validity or effect unless passed by the affirmative votes of the majority of the members present.
3. All motions and resolutions shall be recorded in the minutes and transmitted to such persons as may be affected by the actions of the Board to which such motions and resolutions may pertain.
4. No Board representative shall utilize the name of the Board to endorse or oppose an issue unless a majority of the members of the Board approve of such position.

Manner of Voting

1. The voting on elections, motions, and resolutions shall be by voice vote.
2. In lieu of voice vote, a Board member may request a roll call or show of hands vote. The roll call vote shall be conducted after a request by any member of the Board.

Robert's Rules of Order

1. All rules of order not herein provided for shall be determined in accordance with the newly revised Robert's Rules of Order.
2. Board staff shall provide a copy of Robert's Rules of Order at all Board meetings.

ARTICLE VI ([back to index](#))

Amendments

Amendment to the Bylaws

1. Board Bylaws may be amended upon a two-thirds majority vote of the Board.

ARTICLE VII ([back to index](#))

Construction

Construction of Rules

1. All rules and procedures set forth herein shall be liberally construed so that the public health shall be secured in accordance with the intents and purposes in Chapter 43.20 RCW.